

# The SCQF Database Explained



A Guide for Credit Rating Bodies



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Erasmus+ Programme  
of the European Union

# The SCQF Database Explained - A Guide for Credit Rating Bodies

## Background

The SCQF Database is the central repository in Scotland for accessing information on credit rated qualifications and learning programmes. The database is an excellent resource for learners and others to find out more about the level and credit value of qualifications or learning programmes that are on the Framework.

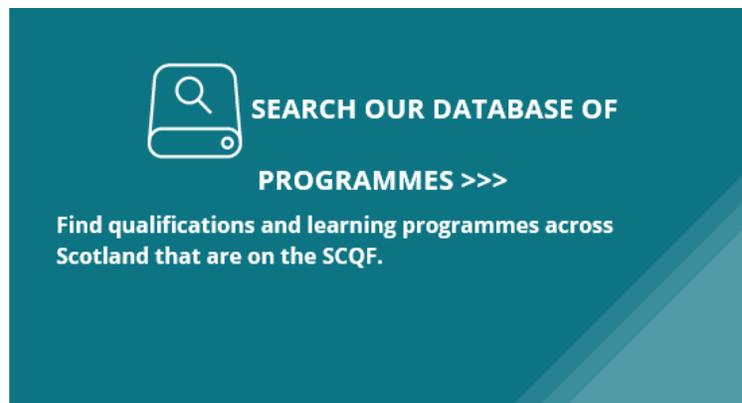
All SCQF Credit Rating Bodies (CRBs) are responsible for uploading the details of all qualifications and learning programmes that they credit rate onto the SCQF database in order that this valuable resource continues to be current and accurate.

The SCQF Partnership has produced this guidance document to provide information on how CRBs can add new qualifications/learning programmes to the database and view and edit their own qualifications/learning programmes already on the database.

[NB You do **not** normally need to notify the SCQF Partnership when you have credit rated a programme. Simply enter its details on the database.

## The Public Access

Anyone can use the public database and view qualifications. This is done via the SCQF website [www.scqf.org.uk](http://www.scqf.org.uk) by clicking on **Search the Database** at the foot of the homepage. As a CRB you could put a link on your website to this public access so that your learners and others such as employers can access information about programmes/courses.



This link offers a comprehensive search facility where you can search by subject, title of qualification or learning programme, the qualification/learning programme owner, SCQF Level, keyword and/or the name of the Credit Rating Body (CRB).

The search page then looks like this:

**Subject**

--- None Selected ---

**Title or keyword of qualification/programme**

|

**Owner of qualification/programme**

**Credit Rating Body**

--- None Selected ---

**SCQF Level**

SCQF level between 1 and 12

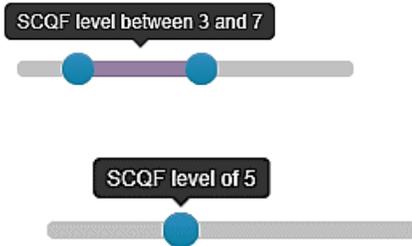
Can't find your programme? [Click here to include archived programmes in your search](#)

The **Subject** search facility allows you to search using a list of pre-defined subject areas. Select the subject category, then click **Search**. This will display a list of all the qualifications/learning programmes which fall into that category.

The **Title or Keyword search** has a predictive text facility which offer suggestions as you type, so even partial knowledge of the title should suffice. Add the title (or part of the title) and click **Search**. This will also allow you to search for words that are included in the entry for a programme. It may also produce lists of programmes with similar words ie a search for ski will also bring up programmes with titles including snow. This search function will grow as we identify more links.

The **Owner of qualification/programme** search field allows you to type in the name of a qualification/learning programme's owner to produce a list of all qualifications/learning programmes owned by that organisation. The owner of qualifications/learning programmes may, or may not be the same as the CRB. For example, a learning programme might be owned by a voluntary organisation (programme owner) and credit rated by a college (CRB). This also has a predictive text facility and will bring up suggestions of the programme owners currently included in the database records.

The **SCQF Level** bar allows searches by SCQF Level or a range of SCQF Levels and will display all qualifications/learning programmes with that level or within that range. You do this by dragging the two blue circles.



To allow you to search for qualifications/learning programmes that belong to a specific CRB, use the drop down menu for **Credit Rating Body** to select whichever CRB name you require. Then click on **Search**. This will bring up all the qualifications/learning programmes credit rated by that CRB.

You can use all of these search functions at the same time to produce a particular result. There is also a **clear** button to remove all the search criteria you have entered.



On a general search programmes will be displayed like this:

Your search has returned **11402** results. Click on the titles for more information

Programme Title	Owner	SCQF Level	SCQF Credits	EQF Level
<a href="#">ACLIP: Certified Affiliate of CILIP</a>	Chartered Institute of Library and Information Professionals (CILIP)	8	20	5
<a href="#">Across the Minch Traditional Boatbuilding and Repair in the North West of Scotland</a>	Grimsay Boatshed Trust	6	226	4
<a href="#">Acute Transfusion Reactions</a>	Scottish National Blood Transfusion	9	2	6
<a href="#">Addiction and Cognitive Behavioural Therapy</a>	Glasgow Caledonian University (GCU)	9	30	6
<a href="#">Administration of Medicines</a>	West College Scotland	4	2	2
<a href="#">Adult Achievement: Evaluating Achievement and Planning for Success</a>	Newbattle Abbey College	6	6	4
<a href="#">Adult Achievement: Recognising and Building on an Achievement</a>	Newbattle Abbey College	3	3	1
<a href="#">Adult Achievement: Understanding Achievement and Developing Your Potential</a>	Newbattle Abbey College	4	4	2
<a href="#">Adult Literacy and Numeracy Volunteer Tutor Training</a>	South Ayrshire Council	6	10	4
<a href="#">Advanced Clinical Skills - Module 10 Professional Practice in Context III</a>	Centre of Therapy and Counselling Studies	10	30	6

To see the next page of results, press the next button at the bottom. To see a programme in more detail, simply click the entry and the following information will appear in a pop up box:

**Module 2 - Task and Task Management**

SCQF Level ?	5
SCQF Credits	16
Programme Aims	<b>This module introduces candidates to a variety of basic fire service equipment and techniques, including pumps, lines and ladders.</b>
Subject Area(s)	<b>Public Services</b>
Programme Owner	<a href="#">Scottish Fire and Rescue Service</a>
Credit Rating Body	<a href="#">Scottish Fire and Rescue Service - TED</a>
Target Audience	<b>New entrant retained, volunteer and wholetime duty system firefighters to the SFRS</b>
Skills Gained	<b>Those who have undertaken this module will be able to: Demonstrate the correct use of basic fire service equipment in accordance with the standard drills as ... <a href="#">more</a></b>
Approval Date	<b>16 March 2017</b>
EQF Level ?	3

Close

You can access the programme owner and credit rating body websites from here. (This is dependent on the webpage address given in the database for the CRB and the programme owner). This section also displays the appropriate EQF level for the programme. Clicking on the ? at SCQF level will enable you to see a copy of the SCQF diagram showing the levels and clicking on the ? at EQF Level will provide a brief explanation of the EQF.

A new feature of the database is the ability for the public to **search the archived records**, you can do this by checking the box to include those records.

**Can't find your programme? Click here to include archived programmes in your search**

If you have asked the database to search archived programmes, then any results displayed which are in the archive will be shown with a small suitcase logo.

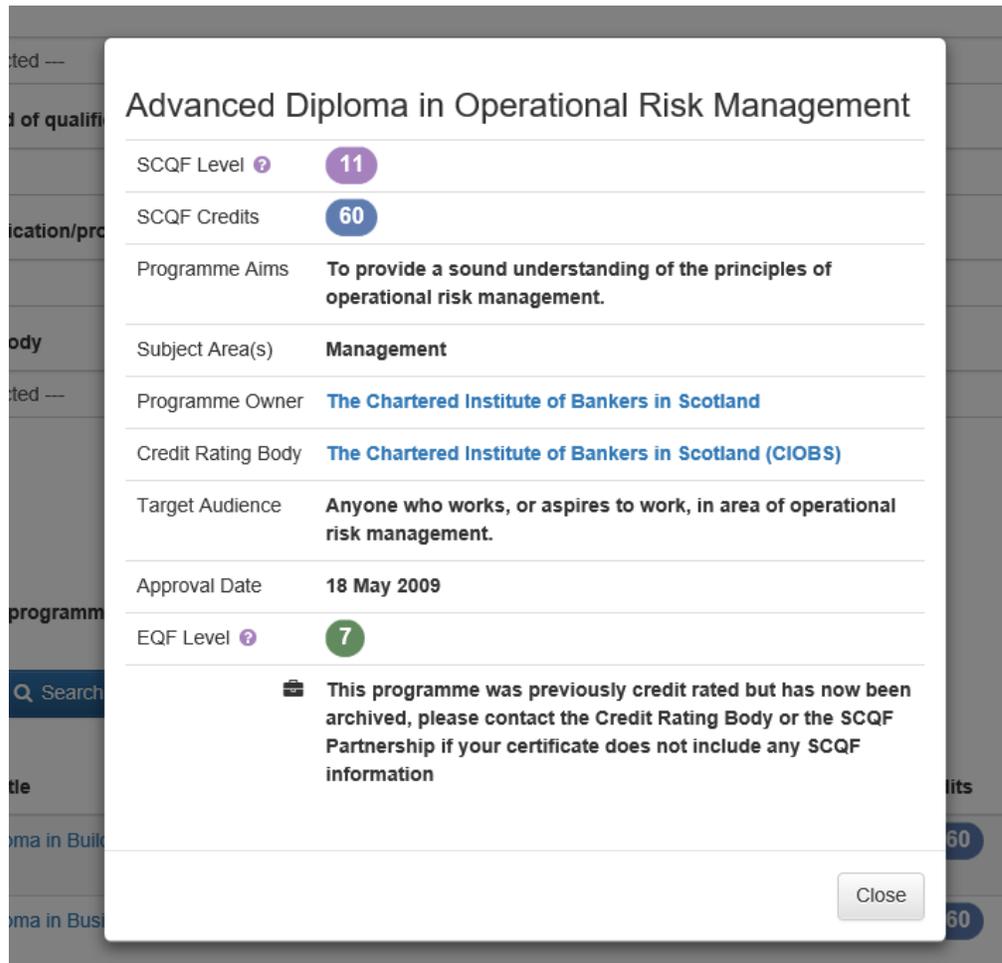
Your search has returned **14621** results. Click on the titles for more information

Programme Title	Owner	SCQF Level	SCQF Credits	EQF Level
<a href="#">Advanced Diploma in Building Society Operations</a> 	The Chartered Institute of Bankers in Scotland	11	60	7
<a href="#">Advanced Diploma in Business and Corporate Banking</a> 	The Chartered Institute of Bankers in Scotland	11	60	7
<a href="#">Advanced Diploma in Financial Services</a> 	The Chartered Institute of Bankers in Scotland	11	60	7
<a href="#">Advanced Diploma in Financial Services Leadership</a> 	The Chartered Institute of Bankers in Scotland	11	60	7
<a href="#">Advanced Diploma in Hospitality Management</a>	LCCI Nepal Pvt. Ltd	7	99	5
<a href="#">Advanced Diploma in Islamic Studies</a>	Al-Maktoum College of Higher Education	10	between 72 and 80	6
<a href="#">Advanced Diploma in Operational Risk Management</a> 	The Chartered Institute of Bankers in Scotland	11	60	7
<a href="#">Advanced Diploma in Psychology</a>	American Education Centre Ltd (ANC)	8	141	5
<a href="#">Advanced Five Element Reflexology</a>	Association of Reflexologists	8	10	5
<a href="#">Advanced Good Clinical Practice Module</a>	ClinTec International	9	2	6

Showing 81 to 90 of 14,621 entries

As a CRB you will be able to remove any archived programmes from the public view and instructions on how to do so are included in the later sections of this guide. You should use this function sparingly to ensure that learners are still able to find programmes that they have completed previously.

If an archived programme is then selected the following pop up box is shown:



The screenshot shows a pop-up window titled "Advanced Diploma in Operational Risk Management". The window contains the following information:

SCQF Level	11
SCQF Credits	60
Programme Aims	To provide a sound understanding of the principles of operational risk management.
Subject Area(s)	Management
Programme Owner	The Chartered Institute of Bankers in Scotland
Credit Rating Body	The Chartered Institute of Bankers in Scotland (CIOBS)
Target Audience	Anyone who works, or aspires to work, in area of operational risk management.
Approval Date	18 May 2009
EQF Level	7

Below the table, there is a warning message with a suitcase icon: "This programme was previously credit rated but has now been archived, please contact the Credit Rating Body or the SCQF Partnership if your certificate does not include any SCQF information". A "Close" button is located at the bottom right of the pop-up.

You will see that the entry is then accompanied by a health warning at the suitcase logo:

*This programme was previously credit rated but has now been archived, please contact the Credit Rating Body or the SCQF Partnership if your certificate does not include any SCQF information*

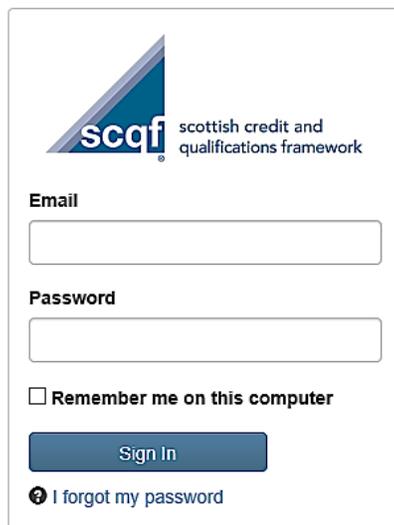
This public access view is read-only and will not allow you to edit any entry or add any new qualifications/learning programmes. For this you will have to log in as a registered user.

## Logging in as a registered user

Access for registered users is through the SCQF Home page of the website ([www.scqf.org.uk](http://www.scqf.org.uk)) as before, but this time, click on the **Support** tab, then select Support for Existing Credit Rating Bodies, and then select the CRB Database Access box on the right hand side of the screen.



You will then see a new login page.

A login form for the SCQF website. It features the SCQF logo (scqf scottish credit and qualifications framework) at the top. Below the logo are two input fields: "Email" and "Password". There is a checkbox labeled "Remember me on this computer". A blue "Sign In" button is positioned below the checkbox. At the bottom, there is a link with a key icon that says "I forgot my password".

To log in as a registered user, the email address you use must have been previously notified to the SCQF Partnership by the primary registered user in your organisation with your permission. You should then have received an email which contains a unique password. To log in, type your email address and the password you have been allocated. You can see our Privacy & Cookie Policy at <http://scqf.org.uk/policy/>.

If you have difficulty logging in, please check first that you have typed your email address and the password correctly. If this fails, please contact [database@scqf.org.uk](mailto:database@scqf.org.uk)

(or call 0141 225 2922) to check that your email address has been added to the list of registered users.

If you know that your email address has been added to the list of registered users and you still have a problem logging in, please try renewing your password. This can be done by typing in your email address on the log in page, then clicking on **I forgot my Password** at the bottom.

This will generate an email to your address giving you a new password. Use this new password, along with your email address to log in. These steps should resolve any log in issues. However, if problems persist, please contact the SCQF Partnership (see below).

If you want to change your password, job title or contact details, click on **My Profile** on the master toolbar at the top of the screen. If you need to change your email address, you cannot do this here but need to contact the SCQF Partnership at on 0141 225 2922 or [database@scqf.org.uk](mailto:database@scqf.org.uk) .

If you do not have (or do not know who is) a registered user in your organisation, please contact [database@scqf.org.uk](mailto:database@scqf.org.uk) or T: 0141 225 2922.

## Adding and editing qualifications / learning programmes

Once you have logged in, you can do a number of things. First, you will see a menu with two options.



### Programmes

This will show you the list of all programmes that your organisation has credit rated including any which have been archived. Each programme will have a status. This can be:

- Draft
- Submitted
- Published
- Published (Review Due)
- Queried
- Archived

This listing will also highlight any programme which has gone past its review date.

You can sort these programmes by using the filter bar at the top

Programme Ref	Programme Title	Programme Owner	Credit Rating Body	SCQF Level	SCQF Credits	Status	Review Date	Approval Date	Private
▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Equals...	▼ Contains...	▼	▼ On...	▼ On...	▼ Contains...

Programme Ref	Programme Title	Programme Owner	Credit Rating Body	SCQF Level	SCQF Credits	Status	Review Date	Approval Date	Private
▼ Contains...	▼ administration	▼ Contains...	▼ Contains...	▼ Equals...	▼ Contains...	▼ Contains...	▼ On...	▼ On...	▼ Contains...

You can view a programme by double clicking on a programme or by highlighting a programme and hitting the **View Programme** button at the top

### Adding a Programme

From here you can also add a programme by using the **Add programme** button. After you click on this button you will see the following page where you can add a newly credit rated programme.

Home / Programmes

< Back

+ Add Programme
✎ View Programme
📄 Export
🧹 Clear Filters
📧 Publish
Programme Archived
Programme Passed Review Date

Show 10 records

Programme Ref	Programme Title	Programme Owner	Credit Rating Body	SCQF Level	SCQF Credits	Status	Review Date	Approval Date	Private
▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Equals...	▼ Contains...	▼	▼ On...	▼ On...	▼ Contains...

All fields marked with an \* are compulsory and must be completed. You will notice now that there is a common format for credit points with 3 options. The not applicable option should only be used if there has been prior agreement of this with the SCQF Partnership.

Programme Details

Save Cancel \*Required

Programme Owner \* ?

Programme Ref \*

Programme Title \*

Programme Aims

Target Audience

Skills Gained

Credit Rating Body \*

--- None Selected ---

Subject Area #1 \*

--- None Selected ---

Subject Area #2

--- None Selected ---

SCQF Level \*

SCQF level of 1

SCQF Credits \*

Credit of X  At least X  Between X and Y  Not applicable

Tags ?

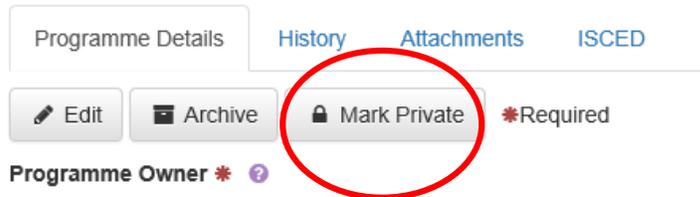
Approval Date \* ?

Review Date \* ?

Save Cancel

You can also enter tags for your programme. These are words that would make it easier for someone to find your programme so for example if you have a programme that is sometimes known in your sector by an abbreviation you could put that in here.

If you want to prevent the public from viewing your learning programme on the database, submit your programme and then go back into the programme page while it is in the submitted status and simply change the box marked **private** to read **Yes** This function should normally only be used where there is a reason such as commercial sensitivity or security which means you would not want the public to view the details. **Otherwise you should leave the box at No.** (Registered users in your organisation and SCQFP Officers will still be able to view the programme if they are logged in.) You can also do this once the programme has been published but this will mean the programme will be viewable from the time of publication until this is done.



You can, if you wish, also attach and store any documents here in relation to this programme. So, for example, you may wish to attach the final credit rating decision document here or the notification letter of level and credit. There is no obligation to do this however this may be a useful storage facility for Credit Rating Bodies for review purposes and for those subject to review by the SCQF Partnership this will mean that the Partnership will have easy access to these documents at the time of annual or periodic review.



Once you have entered a new programme and saved this it will be seen on your list as draft and on the page as draft at the top right hand side.

**Status : Draft**

You can continue to check this programme and make changes – once you are happy with your entry you can hit the submit button. This will send an alert that the programme has been entered to the SCQFP and the status will change to submitted

**Status : Submitted**

The SCQFP will now accept the entry or may send back a query by email to you about your programme. The purpose of this is not to approve or check the credit rating of the programme but to ensure the quality of the information being entered on the database ie typing errors, title checks to ensure no restricted titles being used inappropriately etc.

**Status : Queried**

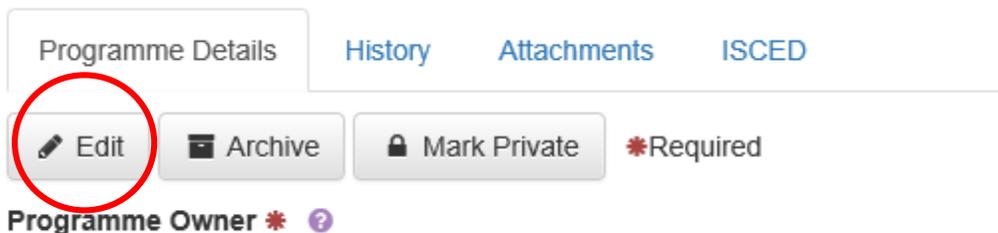
Once the programme has been accepted the programme status will change to published.

**Status : Published**

Please be aware that it may take up to 3 working days for programmes to appear on the public search.

## Editing a Programme

If you wish to edit the programme you can do this by double clicking the programme on your programme list and then on the next programme page click edit programme



This will allow you to edit the programme page and once you have made the changes and hit save you should see your programme return to the status of Draft. Once you are happy with your changes you should hit submit and this will send the notification to SCQFP as above and will follow the process until it is accepted and published.

You can also view the history of the changes made to a programme by hitting the Programme History button. You will then see all the changes to a programme and the name of the user making those changes:

Programme Details **History** Attachments ISCED

Show 10 records

Description	By	Date/Time
▼   Contains...	▼   Contains...	▼   On... ▼

0 - 0 of 0 records    < Prev 1 Next >

## International Standard Classification of Education (ISCED) Codes

There is also a tab to enter an ISCED-F code for your programme. This is automatically allocated by the database so you do not need to do this routinely. However if you feel this has been wrongly allocated you may alter the code here using a series of codes and sub codes. This is not shown on any public view and is solely for the purposes of uploading to the Learning Opportunities and Qualifications in Europe Portal \*\*. Please contact the SCQF Partnership for more information.

Programme Details History Attachments **ISCED**

Show 10 records

Description	By	Date/Time
▼   Contains...	▼   Contains...	▼   On... ▼

0 - 0 of 0 records    < Prev 1 Next >

## Adding a new Programme Owner

If the owner organisation of the learning programme you are entering has not been entered on the database before you will have to add their name to the programme owner's list. This has to be done *before* you add the new qualification/learning programme itself. You can check whether the programme owner has been entered by clicking on **Programme Owners** on the main menu.

 Programmes

 Programme Owners

This produces an alphabetical list of programme owners which you can then check.

To add a new programme owner, click on **Add a Programme Owner at the top of the list**

Export

Show 10 records

Programme Owner	Homepage
▽   Contains...	▽   Contains...
○ <a href="#">click here to add a programme owner</a>	
1st4sport Qualifications	<a href="http://www.1st4sportqualifications.com/">http://www.1st4sportqualifications.com/</a>
A Consortium of Training for Community Learning and Development	
abdi	<a href="http://www.abdi.eu.com/">http://www.abdi.eu.com/</a>
Aberdeen Drilling Consultants	<a href="http://www.adc-engineering.com/">http://www.adc-engineering.com/</a>
Aberlour Child Care Trust	<a href="http://www.aberlour.org.uk/">http://www.aberlour.org.uk/</a>
Abertay University	<a href="http://www.abertay.ac.uk/">http://www.abertay.ac.uk/</a>
Acorn in Scotland	
Aegean-Omiros College	<a href="http://aegeancollege.gr/en/">http://aegeancollege.gr/en/</a>
Alcohol Focus Scotland	
Al-Maktoum College of Higher Education	<a href="http://www.almcollege.org.uk/">http://www.almcollege.org.uk/</a>

1 - 10 of 337 records | Prev 1 2 3 4 5 Next |

Type the name of the new programme owner in the field for **Name** as you wish it to be seen on the database. Click **Done**. This will then add the name of the organisation to the full list of Programme Owners. Please avoid using abbreviations where possible.

Export

Show 10 records

Programme Owner	Homepage
▽   Contains...	▽   Contains...
New Programme Owner	<a href="http://www.newprogrammeowner.com">http://www.newprogrammeowner.com</a>
1st4sport Qualifications	<a href="http://www.1st4sportqualifications.com/">http://www.1st4sportqualifications.com/</a>
A Consortium of Training for Community Learning and Development	
abdi	<a href="http://www.abdi.eu.com/">http://www.abdi.eu.com/</a>
Aberdeen Drilling Consultants	<a href="http://www.adc-engineering.com/">http://www.adc-engineering.com/</a>
Aberlour Child Care Trust	<a href="http://www.aberlour.org.uk/">http://www.aberlour.org.uk/</a>

Done Cancel

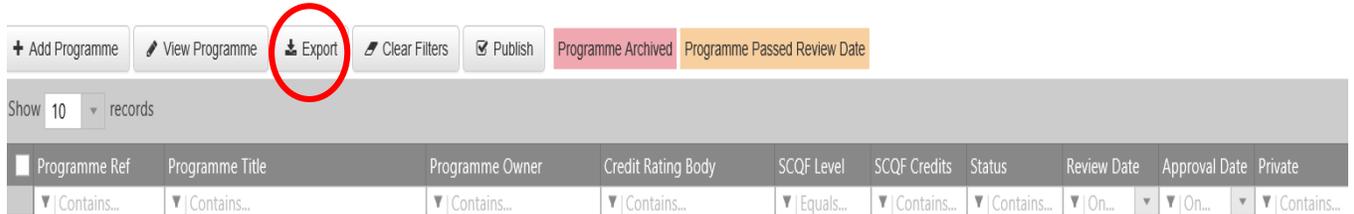
### Facility to Bulk Upload

For CRBs which manage large amounts of data each year there may be occasions when you need to use the Bulk Upload facility. This is possible if you are able to submit the data using an XML schema.

If, for any reason, you think you will have to deal with the inputting of a large number of programmes at one time, please contact the SCQF Partnership ([database@scqf.org.uk](mailto:database@scqf.org.uk)) to discuss whether we can make this bulk upload facility available to you.

## Facility to export your programme information

Many CRBs asked for the facility to be able to export your list of programmes from the database. You will see that we have given you this function at the top of the programme listing

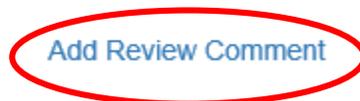


This will send the information to an Excel spreadsheet.

## Review Dates

When a qualification/learning programme nears its review date, an automatic email will be sent alerting you to this. This is your prompt to review the provision and update it. The programme will also be highlighted in orange on your listing within your programme view and the status will be shown as Published (review date)

**Status : Published (Review Due)**



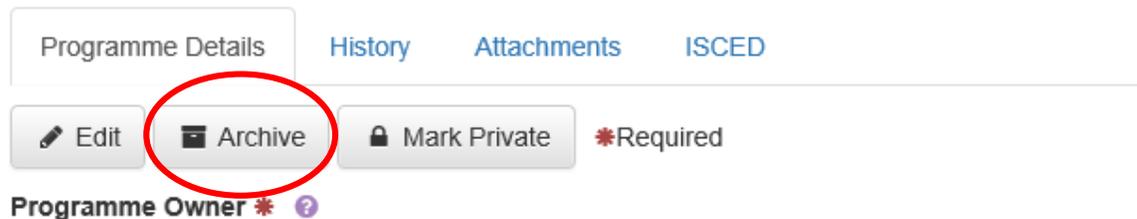
If you know that you will not be able to complete the review by the review date submitted then you should indicate this and your progress towards the completion of the review using the **Add Review Comment** button on the programme page. You should continue to update this as progress is made.

The screenshot shows a dialog box titled 'Review Comments' with a close button (X) in the top right corner. The text inside says 'Please enter review comments.' Below this is a label 'Comments \*' followed by a large text input field. At the bottom right of the dialog box are two buttons: 'Close' and 'Confirm'.

## Archiving a qualification/learning programme

However, at this point, you might decide not to credit rate the provision again, but to terminate the learning programme because it has reached the end of its life or it may be being replaced by a new programme.

In this case, you should archive the learning programme. This is done by logging in, clicking the **programmes** tab and selecting the programme as before. You can then select to archive the programme using the button at the top.



This will change the status of the learning programme to **archived**. Please note that the public search can include archived programmes. If you do not wish your archived programme to be seen in this search you should also change the status of the programme to private. This will mean when the archive is searched this programme will not appear. If you are in doubt as to whether you should select this option, please contact the SCQF Partnership for advice.

**Status : Archived**

If for any reason you have either archived a programme in error or a programme has been reinstated you should contact the SCQF Partnership.

**If no information is received by email or phone and a comment not submitted (and not archived (see below)) then the programme will be archived by the SCQF Partnership 6 months after the expiry of the review date.**

### Further information

If you have any other queries or you have any problems with the database, please get in touch with the SCQF Partnership Development Officer on [database@scqf.org.uk](mailto:database@scqf.org.uk) or telephone 0141 225 2922..

\*\* Learning Opportunities and Qualifications in Europe Portal. This work is still ongoing led by the European Commission. All fully completed programme data entries from the SCQF database will be sent to the portal for uploading to allow comparisons to other EQF frameworks.



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